

# STEAMTOWN NATIONAL HISTORIC SITE

# ENVIRONMENTAL MANAGEMENT PLAN

December, 2006 Revision



**Date of Plan: January 1, 2006**

# **Steamtown National Historic Site Environmental Management Plan (EMP)**

**January 1, 2006**

**Steamtown National Historic Site (STEA) Environmental Management Plan documents the park's Environmental Management System. The Plan's development and revision history and distribution list are as follows:**

- 1. The current version was prepared in January 1, 2006 and represents the first draft of the EMP.**
- 2. The Plan will be reviewed annually by the Environmental Management Team (EMT).**
- 3. The Plan is distributed to the members of the EMT and to the Superintendent.**
- 4. Previous hard copy versions of the Plan are returned to the EMT and recycled. Previous electronic copies of the EMP are deleted.**

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**Approved by:** \_\_\_\_\_  
Superintendent

**Date:** \_\_\_\_\_

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**INTRODUCTION TO THE STEAMTOWN NATIONAL HISTORIC SITES  
ENVIRONMENTAL MANAGEMENT PLAN**

- 1) This Plan describes the Environmental Management System (EMS) in place at Steamtown National Historic Site (STEA).**
- 2) The STEA EMS includes all eight Elements of the Model National Park Service EMS and conforms to the minimum requirements contained therein.**
- 3) The Plan documents the overall EMS activities and the current EMS targets. Sections 2 and 3 describe the process followed to choose the current year's targets.**
- 4) Each section contains the following sections: Purpose; Scope; Procedure; Responsibilities; Appendix; and Related Documentation and Records.**

## **SECTION 1 ENVIRONMENTAL COMMITMENT STATEMENT (ECS)**

### *Purpose*

**The purpose of this section is to describe the scope of the Environmental Commitment Statement (ECS), the procedure used to develop and distribute it, and responsible parties. Included is the latest edition of our ECS.**

### *Scope*

**The ECS governs the EMS activities at STEA.**

### *Procedure*

- 1. The ECS is prepared by the STEA Environmental Management Team (EMT). The ECS is signed by the Superintendent and has the full commitment of STEA management. (Section 4 of this EMS Manual contains a list of EMT members and their contact information).**
- 2. The ECS is communicated to all personnel at STEA. The communication process is described in Section 6 of this Manual.**
- 3. The guidelines of Element A of the Model NPS EMS have been followed in preparing the ECS. Those guidelines are considered in determining how the EMS can enhance environmental management activities at the park.**
- 4. In addition to the procedures described in Section 5, a copy of the ECS is posted at key locations throughout the park (including all visitor centers and the park headquarters building). A copy of the ECS is provided in the appendix to this section.**

### *Responsibilities*

- 1. The EMT reviews the ECS annually to ensure that it is current and fully expresses the park's environmental management priorities.**
- 2. The Superintendent reviews any new version of the ECS.**
- 3. The Superintendent signs the current final version of the ECS to demonstrate his or her management commitment and provides a signed copy to the EMT.**
- 4. The EMT posts the ECS on the park web site and on employee bulletin boards.**

<i>STEA EMS Document Control System</i>	Date of Original Doc: 11/07/2005	Revision Date: 11/07/2005	Revision No. 1
Doc Name: <b>Environmental Commitment Statement</b>	Document Number: STEA-EMS-001	Prepared By: Mark A. Brennan	Approved By: Harold "Kip" Hagen

**STEAMTOWN NATIONAL HISTORIC SITE  
ENVIRONMENTAL COMMITMENT STATEMENT**

The purpose of Steamtown National Historic Site is to preserve and use the site and collection of rail-related artifacts to further public understanding and appreciation of the role that steam railroading and related developments had on the history of America. As the steward of this diverse and special mission, our goal is to become a leader in protecting the park's environment. Therefore, Steamtown National Historic Site will:

- **Comply with all applicable Federal, State, and local environmental laws, regulations, Executive Orders, and Department of the Interior environmental policies;**
- **Integrate and implement environmentally sensitive Best Management Practices including pollution prevention into all of our operations;**
- **Consider the environmental impacts in planning, purchasing and operating decisions;**
- **Provide environmental training and educate our staff on how to comply with environmental laws and be environmentally responsible on and off the job;**
- **Assign clear responsibility to our staff for environmental activities and hold them accountable for their environmental performance, recognizing superior effort when it is demonstrated;**
- **Seek opportunities to promote environmental compliance and stewardship to the visitors and neighboring communities we serve;**
- **Monitor our environmental compliance performance regularly at both operational and organizational levels and seek and implement opportunities for environmental improvement in how we do business.**

\_\_\_\_\_  
**Superintendent**  
**Steamtown National Historic Site**

\_\_\_\_\_  
**Date**

## **SECTION 2 FACILITY ACTIVITIES AND ENVIRONMENTAL IMPACTS**

### *Purpose*

**This section contains the procedures followed to assess the facility activities and environmental impacts. Additional procedures included in this section describe how those activities and impacts are ranked to determine which are significant to the environment at STEA. An understanding of these facility activities and environmental impacts is important in determining the focus of the EMS, and where positive change in environmental management can be expected.**

### *Scope*

**All activities that occur at STEA (including the Lackawanna County Trolley Museum, Eastern National Museum Store, the K-4 Locomotive Project and any other third parties, contractors, and concessionaires are subject to assessment.**

### *Procedure*

- 1. The EMT annually reviews STEA facilities and operations including, but not limited to: current activities and impacts; environmental compliance requirements stemming from all applicable laws, regulations, and policies including open audit findings; NPS, WASO and regional goals; and other objectives and direction, including those established by DOI. Activities are also reviewed in light of the park's mission, the ECS, recent performance results, and input from park partners.**
- 2. The park EMT completes an interactions and impacts analysis. In assessing these interactions, a scoring system is used to determine the most significant impacts to the park and therefore potential areas of focus in the EMS.**
- 3. Interactions, impacts, legal, and other requirements are reviewed on an annual basis, in conjunction with the senior management review, to determine if there are any changes that should be reflected in the EMS.**

### *Responsibilities*

- 1. It is the responsibility of the EMT to conduct the facility activities and environmental impacts assessment.**
- 2. The EMT summarizes the assessment and briefs park management on its content and proposed goals, objectives and targets.**
- 3. The results of the assessment are included in the appendix to this section of the Manual.**

4. The EMT briefs park management upon achievement of specific EMS targets.

5. Appendix

This appendix contains two documents.

*Facility Interaction Assessment.*

STEA EMS Document Control System	Date of Original Doc: 11/07/2005	Revision Date: 11/07/2005	Revision No. 1
Doc Name: Facility Interaction Assessment	Document Number: STEA-EMS-002	Prepared By: Mark A. Brennan	Approved By: Harold "Kip" Hagen

*Facility Interaction Assessment*

<b>Facility Activity</b>	<b>Interaction(s)</b>	<b>Impact(s)</b>
<b>1.</b> <b>Administrative Facility Operations (offices, storage areas, etc.)</b> <b>1. Office Storage Building</b> <b>2. Maintenance of Way Building</b> <b>3. Locomotive Shop &amp; Roundhouse</b> <b>4. Visitor Center</b> <b>5. History Museum</b> <b>6. Technology Museum</b> <b>7. Theater</b> <b>8. Museum Store</b> <b>9. Trolley Museum</b> <b>10. K-4 Project</b>	<b>Staff uses electricity, fuel, water (e.g., restrooms) and a variety of consumable products. This generates wastewater and solid, universal, and occasionally hazardous wastes.</b>	<b>Consumptive use of power, water and raw materials. Wastes generated create disposal costs and environmental risks (water or air pollution) if not handled and disposed of properly.</b>
<b>2.</b> <b>Building Maintenance (Carpentry, electrical, flooring, roofing, painting, plumbing, etc.)</b> <b>All areas.</b>	<b>Building maintenance activities use electricity, water, fuel, raw materials and chemical products. This generates solid, universal, and hazardous wastes.</b>	<b>Consumptive use of raw materials, power, fuel, and water. Use of chemical products and generation of wastes contribute to employee health and safety risks. Wastes generated create disposal costs and environmental risks (water or air pollution) if not handled and disposed of properly.</b>

<b><u>Facility Activity</u></b>	<b><u>Interaction(s)</u></b>	<b><u>Impact(s)</u></b>
<b>3. Custodial All Buildings</b>	<b>Cleaning park facilities uses electricity, fuel, water and a variety of chemical products and generates wastewater, solid wastes and hazardous wastes.</b>	<b>Consumptive use of power, fuel, water and raw materials. Wastes generated create disposal costs and environmental risks (water or air pollution) if not handled and disposed of properly.</b>
<b>4. Firearms Management</b>	<b>Park LE staff use toxic substances (lead bullets) and other products. This generates solid and hazardous wastes.</b>	<b>Consumptive use of raw materials. Deposition of lead in soil creates disposal costs and storm water, water and hazardous waste concerns if not handled and disposed of properly.</b>
<b>5. Fuel Use &amp; Storage (propane, acetylene, natural gas, gasoline, kerosene and diesel fuel)</b>	<b>Staff use gasoline and diesel fuel to operate vehicles, equipment and locomotives.</b>	<b>Consumptive use of raw materials and chemical products. Spills, leaks, or fire can cause water, soil, and/or air pollution concerns.</b>
<b>6. Hazardous Waste Management</b>	<b>Staff generate, handle, and store hazardous waste at several designated accumulation sites and additional satellite accumulation sites. Park staff also handles hazardous waste that is illegally dumped on parkland.</b>	<b>Proper hazardous waste disposal is labor intensive and costly. Leaks, spills, or fire can cause water, soil, and air pollution concerns. Hazardous waste that is illegally dumped on parkland is difficult to reduce or eliminate, often involve unknown substances, and can cause water, soil, and/or air pollution.</b>
<b>7. Procurement and Purchasing</b>	<b>Staff purchase and use a wide variety of products and equipment that use electricity, water, fuel, chemical substances and raw materials. This generates solid and hazardous wastes.</b>	<b>Consumptive use of electricity, fuel, water and raw materials. Supplies, materials and equipment constitute a major operating cost, so life span and efficiency of products purchased has significant budgetary implications.</b>

Facility Activity	Interaction(s)	Impact(s)
<b>8. Property Management &amp; Disposal (vehicles, computers, etc.)</b>	Park staff store excess, obsolete, or unserviceable property and equipment, often outdoors, pending disposal. (Note: <u>Use</u> of property & equipment is covered under other categories.)	Storage of old property, and equipment creates opportunities for spills and leaks. Disposal costs the park operating dollars and generates solid and hazardous wastes.
<b>9. Real Property Disposal &amp; Demolition</b>	The park has a significant number of obsolete, abandoned structures and rolling stock which contain chemical or toxic substances that could otherwise be restored. Documenting and removing these structures is a tedious and costly proposition.	Benign neglect of abandoned structures and rolling stock may allow release of toxic substances into the environment. Vandalism or fire, as well as planned demolition of abandoned structures create public safety, air quality, wastewater, storm water, solid wastes, and hazardous wastes concerns.
<b>10. Roads, Trails, Tracks, Parking Lots, &amp; Grounds</b>	The park operates and maintains 10 miles of roads and 7 miles of tracks, and grounds. Employees use and install a variety of substances and materials, mow lawns, repair tracks, and maintain drainage-control.	Consumptive use of fuel, electricity, water and raw materials; use of chemical or toxic substances can create storm water runoff issues; and generate solid and hazardous wastes. Spills & leaks can cause water, soil, and air pollution concerns.
<b>11. Solid &amp; Universal Waste Management</b>	The park operation generates solid and universal wastes. Park visitors contribute a significant volume of solid waste to the park wastes stream. Park staff store and dispose of solid and universal wastes.	Proper handling and disposal is labor intensive and costly. Leaks, spills, or fire can cause water, soil, and air pollution concerns.

Facility Activity	Interaction(s)	Impact(s)
<p><b>12.</b> Utility Systems (water, gas, electric, telephone, etc.)</p>	<p><b>Operation of park utility systems uses electricity, water, fuel, raw materials and chemical products. These activities generate air emissions, wastewater, storm water, solid, universal, and hazardous wastes.</b></p>	<p><b>Consumptive use of raw materials, power, fuel, and water. Use of chemical products and generation of wastes contribute to employee health and safety risks. Wastes generated create disposal costs / environmental risks (water or air pollution) if not handled and disposed of properly. Spills &amp; leaks can cause water, soil, and air pollution concerns.</b></p>
<p><b>13.</b> Vehicle &amp; Equipment Use &amp; Maintenance</p>	<p><b>Operation and maintenance of on and off road motorized vehicles, steam and diesel locomotives &amp; equipment uses fuel, electricity, water, chemical substances, and raw materials. These activities generate air emissions, wastewater, solid wastes, and hazardous wastes.</b></p>	<p><b>Consumptive use of fuel, electricity, water and raw materials. Use of chemical products and generation of wastes contribute to employee health and safety as well as environmental risks. Wastes generated create disposal costs / environmental risks (water or air pollution) if not handled and disposed of properly. Spills &amp; leaks can cause water, soil, and air pollution concerns.</b></p>
<p><b>14.</b> Electrical Energy Use</p>	<p><b>Staff (and visitors) use electrical energy for lighting, heating, air conditioning, pumping water, operating appliances and power tools, among other things.</b></p>	<p><b>Consumptive use of electrical energy and raw materials used to generate electrical energy; generation of air emissions at power stations has impacts upon the air, land, and water; power distribution infrastructure has a visual impact upon landscapes, land values, and alternative use impacts (e.g., rights-of-way).</b></p>

### *Impact Assessment and Scoring*

STEAs EMS Document Control System	Date of Original Doc: 11/07/2005	Revision Date: 11/07/2005	Revision No. 1
Doc Name: Impact Assessment & Scoring	Document Number: STEAs-EMS-003	Prepared By: Mark A. Brennan	Approved By: Harold "Kip" Hagen

#### *Records*

The following components make up the interactions and impacts *Analysis Ranking System*.

Each facility activity is assessed and based upon a summation of the following criteria, is deemed significant or not. Activities that received a score or 9 or higher will be given initial priority for the development of Environmental Management Plan objectives.

A ranking score is assigned to each impact based on the following four criteria:

- A. **Severity:** What is the severity of the impact?
  - 1. Minimal severity or aesthetic impact only
  - 2. Moderate impact to water, air or land quality
  - 3. Substantial impact to water, air or land quality or detrimental to human health, or flora and fauna
  
- B. **Frequency:** What is the overall frequency or probability of the impacts occurring?
  - 1. Low frequency/less than once a year
  - 2. Moderate frequency/more than once a year and less than once a month
  - 3. High frequency/monthly or more frequent
  
- C. **Financial:** What is the overall economic effect of correcting the impact?
  - 1. Correcting the impact is likely to save the park money with a payback
  - 2. Associated costs are negligible or modest
  - 3. Correcting the impact is likely to be prohibitively expensive
  
- D. **Stakeholders:** How would stakeholders react to, or be affected by, the impact?
  - 1. Neutral or disinterested
  - 2. Mildly concerned
  - 3. Greatly concerned

Once ranking scores have been assigned, the rows are added up. Activities that received a score or 9 or higher can be considered significant impacts worthy of addressing through the EMS.

*Impact Assessment and Scoring*

Facility Activity	Severity	Frequency	Financial	Stakeholder	Total
1. Administrative Facility Operations					
2. Building Maintenance					
3. Concessioners and Permittees					
4. Custodial					
5. Firearms Management					
6. Fuel Use & Storage					
7. Hazardous Waste Management					
8. Procurement & Purchasing					
9. Property Management & Disposal					
10. Real Property Disposal & Demolition					
11. Roads, Trails, Tracks, Parking Lots & Grounds					
12. Solid & Universal Wastes					
13. Utility Systems					
14. Vehicle & Equipment Use & Maintenance					
15. Electrical Power Use					

*Related documentation*

The parks 2006 Final Environmental Audit Summary Report conducted at STEA provides additional data related to the STEA EMS. Specifically, it identifies opportunity for environmental improvement at STEA that the NPS Audit Program has identified based on a broad set of environmental criteria. These findings are required to be resolved. As such they have also aided in identifying EMS targets:

**The items below will be updated when the 2006 audit results are delivered.**

1. Audit findings 3, 18, 19, 22-29, 44-48 – Hazardous Waste Management
2. Audit findings 2, 3, 14-17, 20, 21 – Hazardous Material Storage
3. Audit finding 40, 41 – Green Procurement
4. Audit finding 32 – Solid Waste Management
5. Audit finding 36 – Energy Management

### **SECTION 3. GOALS, OBJECTIVES, AND TARGETS**

#### *Purpose*

To describe the process used by the STEA EMS to choose appropriate goals, objectives and targets for the EMS.

#### *Scope*

This section contains a description of how goals, objectives and targets were chosen for the significant impacts previously identified in Section 2.

Goals, objectives, and targets are identified and reviewed during this process to maintain and improve park operations, preserve, conserve, and protect park resources, and demonstrate environmental leadership.

These goals, objectives, and targets are practical, realistic, and provide clear direction for park environmental management activities. Chosen goals, objectives and targets will normally be achieved within the calendar year.

#### *Procedure*

- 1. The EMT uses the significant ranking table in Section 2, Facility Activities and Environmental Impacts, to identify those significant impacts to be addressed through the imposition of goals, objectives and targets.**
- 2. In addition to 1 above, the EMT uses the list of open environmental audit findings as part of the process to determine appropriate goals, objectives, and targets.**
- 3. The goals, objectives and targets are listed in separate tables and included in the appendix to this section. Any information used to substantiate the choice of goals, targets and objectives will be incorporated or referenced in this section.**
- 4. The EMT develops an action plan (i.e., targets) for each identified goal and objective. The action plan describes how the specific goals and objectives will be achieved. It details who is responsible for each of the goals and objectives identified, and what resources are available for their achievement. It outlines dates by which these goals and objectives are to be accomplished.**
- 5. The EMT will meet at least quarterly to review progress toward the accomplishment of goals, objectives and targets.**

#### *Responsibilities*

- 1. The EMT selects the EMS goals, objectives, and targets for the year and establishes an action plan to accomplish them.**

2. Appendix

— The appendix contains the following:

*Goals, Objectives and Targets (Action Plan)*

STEAM EMS Document Control System	Date of Original Doc: 11/07/2005	Revision Date: 11/07/2005	Revision No. 1
Doc Name: Environmental Goals, Objectives & Targets Action Plan	Document Number: STEAM-EMS-004	Prepared By: Mark A. Brennan	Approved By: Harold "Kip" Hagen

*Environmental Goals, Objectives & Targets  
Action Plan  
FY 2007*

Facility Activity: Goals and Tasks	Responsible Party	Existing or New Program Area	Budget	Estimated Level of Effort (time)	Complete Date and Report Due
<b>1. FUEL USE &amp; STORAGE:</b>					
<b><u>Goal I:</u> Fully review and revise SPCC and Waste Management Plan.</b>	<b>Mark Birtel</b>	<b>Existing</b>			
<b><u>Objectives:</u></b>					
<b>a. Ensure annual preventive maintenance is performed on major tank leak detection system.</b>	<b>Ralph Coury Mark Birtel</b>	<b>Existing</b>			
<b>b. Conduct and document monthly tank inspections of designated tank.</b>	<b>Ralph Coury Mark Birtel</b>	<b>Existing</b>			
<b>c. Conduct and document bi-annual inspections of designated tanks.</b>	<b>Ralph Coury Mark Birtel</b>	<b>Existing</b>			
<b>d. Maintain records of tank maintenance and inspections.</b>	<b>Ralph Coury Mark Birtel</b>	<b>Existing</b>			

Facility Activity: Goals and Tasks	Responsible Party	Existing or New Program Area	Budget	Estimated Level of Effort (time)	Complete Date and Report Due
e. Acquire and stage spill equipment at designated locations	Mark Birtel Ralph Coury	Existing			
<p><b>2. HAZARDOUS WASTE MANAGEMENT</b></p> <p><b>Goal I: Achieve and document full compliance with RCRA requirements.</b></p> <p><b>Objectives:</b></p> <p>a. Update Hazardous Waste Management Plan</p> <p>b. Coordinate and document weekly inspections of hazwaste accumulation sites</p> <p>c. Improve compliance with storage limits and aisle space requirements by scheduling more frequent hazwaste disposal pickups by contractor(s) (i.e., routinely pick up wastes before disposal costs exceed \$2,500 to simplify contracting)</p>	B. Klobucar Ralph Coury	Existing			
	B. Klobucar Mark Birtel	Existing			
	B. Klobucar Ralph Coury	Existing			
	B. Klobucar Ralph Coury	Existing			

<u>Facility Activity: Goals and Tasks</u>	<u>Responsible Party</u>	<u>Existing or New Program Area</u>	<u>Budget</u>		<u>Complete Date and Report Due</u>
d. Simplify & improve park's hazwaste labeling & log-in process	B. Klobucar				
e. Develop/implement park's hazardous waste "cradle to grave" tracking database	B. Klobucar				
f. Conduct basic hazwaste training for park staff involved in generating, handling or storing hazwastes.	EMS Team				
<u>Goal II:</u> Reduce the volume of hazardous wastes generated by 5% over FY 07 baseline.	EMS Team				
<u>Objectives:</u>					
a. Confirm baseline volume of hazardous wastes generated in FY06	B. Klobucar Ralph Coury				
b. Identify and implement ways to reduce haz waste (e.g., purchases aerosol can puncturer, aqueous parts washer)	B. Klobucar EMS Team				
c. Reduce source of wastes by establishing product purchasing guidelines (see next goal).	EMS Team				

<u>Facility Activity: Goals and Tasks</u>	<u>Responsible Party</u>	<u>Existing or New Program Area</u>	<u>Budget</u>	<u>Estimated Level of Effort (time</u>	<u>Complete Date and Report Due</u>
<p><b>3. PROCUREMENT &amp; PURCHASING</b></p> <p><b><u>Goal I:</u> Reduce wastes generated through improved procurement practices.</b></p> <p><b><u>Objectives:</u></b></p> <p><b>a. Develop Authorized Use List of products approved for purchase and use by park staff</b></p> <p><b>b. Conduct employee awareness training on green products</b></p> <p><b>c. Create a Green Procurement SOP and provide management emphasis to this initiative</b></p>	<p><b>B. Belotti EMS Team</b></p> <p><b>B. Belotti</b></p> <p><b>B. Belotti EMS Team</b></p> <p><b>B. Belotti</b></p>				
<p><b>4. PROPERTY DISPOSAL &amp; DEMOLITION</b></p> <p><b><u>Goal I:</u> Reduce/prevent impacts from personal &amp; real property awaiting disposal / demolition.</b></p> <p><b><u>Objectives:</u></b></p> <p><b>a. Develop and implement pre-disposal checklist for old vehicles (draining fluids, etc.)</b></p> <p><b>b. Develop and implement checklist/ inspection process for park building and rolling stock units (hazmat removal, etc.)</b></p> <p><b>c. Establish regular cycle for disposing of excess vehicles</b></p>	<p><b>Walt Kuharchick Mark Birtel</b></p> <p><b>Walt Kuharchick</b></p> <p><b>M. Birtel EMS Team</b></p> <p><b>Walt Kuharchick</b></p>				

<u>Facility Activity: Goals and Tasks</u>	<u>Responsible Party</u>	<u>Existing or New Program Area</u>	<u>Budget</u>	<u>Estimated Level of Effort (time)</u>	<u>Complete Date and Report Due</u>
<p><b>5. SOLID &amp; UNIVERSAL WASTE MANAGEMENT</b></p> <p><b><u>Goal I:</u></b> Achieve and document compliance with applicable Universal Waste accumulation start date and storage time requirements.</p> <p><b><u>Objectives:</u></b></p> <p>a. Consolidate used fluorescent tube waste storage areas</p> <p>b. Establish and maintain a Universal Waste compliance &amp; tracking (database)</p> <p><b><u>Goal II:</u></b> Complete new Integrated Solid Waste Alternative Program and begin steps to move toward a “trash free” park</p> <p><b><u>Objectives:</u></b></p> <p>a. Review &amp; Finalize ISWAP</p> <p>b. Identity several representative STEA visitor facilities to implement “trash free” programs during the Summer of 2007</p>	<p><b>B. Klobucar Ralph Coury</b></p> <p><b>B. Klobucar Ralph Coury</b></p> <p><b>B. Klobucar EMS Team</b></p> <p><b>B. Klobucar</b></p> <p><b>B. Klobucar EMS Team</b></p>				

<u>Facility Activity: Goals and Tasks</u>	<u>Responsible Party</u>	<u>Existing or New Program Area</u>	<u>Budget</u>	<u>Estimated Level of Effort (time</u>	<u>Complete Date and Report Due</u>
<p>d. Develop Marketing Strategy for “pack it in, pack it out” test cases (signs, slogans, press releases)</p>	<p>Mark Brennan EMS Team</p>				
<p><b>6. ELECTRIC ENERGY USE</b></p> <p><b><u>Goal I:</u> Reduce park wide electric energy consumption by 5% in FY 07.</b></p> <p><b><u>Objectives:</u></b></p> <p>a. Review FY05 &amp; FY06 elec. bills to establish baseline of use</p> <p>b. Review previous energy audits of all park facilities</p> <p>c. Replace old bulbs w/ compact fluorescent bulbs</p> <p>d. Install energy saving devices</p> <p>e. Develop and implement employee energy-savings awareness campaign</p>	<p>Ralph Coury</p> <p>Ralph Coury</p> <p>Ralph Coury</p> <p>Ralph Coury</p> <p>Mark Brennan EMS Team</p>				

*Related documentation*

The following table contains information taken from Executive Order 13123:

**Sec. 201. Greenhouse Gases Reduction Goal.** Through life-cycle cost-effective energy measures, each agency shall reduce its greenhouse gas emissions attributed to facility energy use by 30 percent by 2010 Compared to such emissions levels in 1990.

**Sec. 202. Energy Efficiency Improvement Goals.** Through life-cycle cost-effective measures, each agency shall reduce energy consumption per gross square foot of its facilities, excluding facilities covered in section 203 of this order, by 30 percent by 2006 and 40 percent by 2010 relative to 2003.

**Sec. 204. Renewable Energy.** Each agency shall strive to expand the use of renewable energy within its facilities and in its activities by implementing renewable energy projects and by purchasing electricity from renewable energy sources.

**Sec. 205. Petroleum.** Through life-cycle cost-effective measures, each agency shall reduce the use of petroleum within its facilities. Agencies may accomplish this reduction by switching to a less greenhouse gas-intensive, non-petroleum energy source, such as natural gas or renewable energy sources; by eliminating unnecessary fuel use; or by other appropriate methods. Where alternative fuels are not practical or life-cycle cost-effective, agencies shall strive to improve the efficiency of their facilities.

**Sec. 207. Water Conservation.** Through life-cycle cost-effective measures, agencies shall reduce water consumption and associated energy use in their facilities to reach the goals set under section 503(f) of this order. Where possible, water cost savings and associated energy cost savings shall be included in Energy-Savings Performance Contracts and other financing mechanisms.

## **SECTION 4 ROLES, RESPONSIBILITIES AND ACCOUNTABILITY**

### *Purpose*

**To assign roles, responsibilities, and accountability to personnel charged with both specific EMS and general environmental management activities within STEA.**

### *Scope*

**Sound environmental practices, like sound safety practices, are considered everyone's job at STEA. This responsibility is incorporated into all position descriptions as a general performance element on environmental management.**

### *Procedure*

- 1. The EMT compiles a detailed listing of all personnel on the EMT.**
- 2. The EMT lists all personnel involved with the STEA EMS.**
- 3. The EMT completes all associated Manual tables identified in the appendix to this section.**
- 4. The roles and responsibilities identified in this section conform to the established personnel system based on relevant documentation.**
- 5. The EMT reviews position descriptions and job responsibilities for all personnel. Critical environmental responsibilities are identified and incorporated into position descriptions and annual performance plans for key employees.**
- 6. The EMT identifies key roles and responsibilities for appropriate third parties (future concessionaires, contractors, etc.) operating in the park. These roles and responsibilities are incorporated into appropriate contract documents.**
- 7. Employees are informed of their designated environmental responsibilities when they start their job. They are made aware of these responsibilities and associated environmental practices at the time of assignment through an initial park orientation training and specific job orientation provided by their supervisors.**
- 8. Duties are assessed by supervisors in the course of day-to-day activities. Supervisors are responsible for correcting staff on an ad hoc basis when improper procedures are observed.**
- 9. Supervisors are responsible for conducting formal annual performance evaluations for staff under their administration. This performance evaluation considers performance related to the general performance element and job-specific performance requirements in personnel position descriptions, as well as personnel success in meeting EMS goals. Performance is to be measured using Service criteria and procedures.**
- 10. Failure to complete designated environmental responsibilities in a satisfactory manner may be grounds for disciplinary action and termination dependant upon the severity and persistence of the behavior, in accordance with Service policies and procedures.**

## *Responsibilities*

The EMT updates the tables detailing EMT and other EMS personnel.

## *Appendix*

The appendix contains the following:

A table listing the members of the STEA EMT.

STEA EMS Document Control System	Date of Original Doc: 11/07/2005	Revision Date: 11/07/2005	Revision No. 11/07/2005
Doc Name: Environmental Management Team	Document Number: STEA-EMS-005	Prepared By: Mark Brennnan	Approved By: Harold "Kip" Hagen

### *Environmental Management Team*

<b>Position</b>	<b>Name</b>	<b>Contact Information</b>
<b>Team Leader</b>	<b>Superintendent Kip Hagen</b>	(w) 570-340-5183 (h) 570-226-5167 (c) 570-241-8150 Radio Call # 100 <a href="mailto:Kip.Hagen@nps.gov">Kip.Hagen@nps.gov</a>
<b>Deputy Team Leader</b>	<b>Law Enforcement Supervisor Roger Cleven</b>	(w) 570-340-5195 (h) 570-586-8743 (c) 570-466-3976 Radio Call # 510 <a href="mailto:Roger.Cleven@nps.gov">Roger.Cleven@nps.gov</a>
<b>Team Member</b>	<b>Chief, Interpretation Mark A. Brennan</b>	(w) 570-340-5244 (h) 570-281-3396 (c) 570-840-1281 Radio Call #400 <a href="mailto:Mark.Brennan@nps.gov">Mark.Brennan@nps.gov</a>
<b>Team Member</b>	<b>Barbara Klobucar Exhibit Specialist</b>	(w) 570-340-5286 or 5250 (h) 570-785-9445 (c) 570-561-9775 Radio Call # 365 <a href="mailto:Barbara.Klobucar@nps.gov">Barbara.Klobucar@nps.gov</a>
<b>Team Member</b>	<b>Purchasing Agent Brenda Belotti</b>	(w) 570-340-5190 (h) 570-451-1664 Radio Call # N/A <a href="mailto:Brenda.Belotti@nps.gov">Brenda.Belotti@nps.gov</a>
<b>Team Member</b>	<b>Interpretive Ranger Ken Ganz</b>	(w) 570-340-5306 (h) 570-586-5701 Radio Call # 403 <a href="mailto:Bill.Clark@nps.gov">Bill.Clark@nps.gov</a>
<b>Team Member</b>	<b>Law Enforcement Officer John Bruce</b>	(w) 570-340-5196 (h) 570-842-4123 Radio Call # 517

		<a href="mailto:John.Bruce@nps.gov">John Bruce@nps.gov</a>
<b>Team Member</b>	<b>Maintenance Mechanic Nick Lorenzetti</b>	(w) 570-340-5306 (h) 570-383-2619 Radio Call # 345
<b>Team Member</b>	<b>Maintenance Mechanic Supervisor Walter Kuharchick</b>	(w) 570-340-5254 (h) 570-693-0471 (c) 570-241-8309 Radio Call # 350 <a href="mailto:Walter.Kuharchick@nps.gov">Walter Kuharchick@nps.gov</a>

This table details the roles and responsibilities associated with the targets identified in Section 4, 1 through 10.

<b>STEA EMS Document Control System</b>	<b>Date of Original Doc: 11/07/2005</b>	<b>Revision Date: 11/07/2005</b>	<b>Revision No. 11/07/2005</b>
<b>Doc Name: EMS Roles &amp; Responsibilities</b>	<b>Document Number: STEA-EMS-006</b>	<b>Prepared By: Mark A. Brennan</b>	<b>Approved By: Harold "Kip Hagen</b>

*EMS Roles and Responsibilities*

<b>Position</b>	<b>Responsibility</b>
<b>Superintendent Harold "Kip" Hagen</b>	<b>Superintendent of Steamtown National Historic Site with overall responsibility for the management of park programs, operations, and internal/external relationships. Serves as EMT Team Leader.</b>
<b>Chief, Interpretation Mark A. Brennan</b>	<b>EMT document and record management systems administrator.</b>
<b>Maintenance Mechanic Supervisor Walter Kuharchick</b>	<b>Assignment?</b>
<b>Exhibit Specialist Barbara Klocubar</b>	<b>Manages the day to day Hazardous Waste operations of the Locomotive Shop and Roundhouse. Serves as SPCC Coordinator and EMT member.</b>
<b>Purchasing Agent Brenda Belotti</b>	<b>Responsible for all contracting and purchasing. Serves as EMT purchasing and contracting specialist. Serves as EMT member.</b>
<b>Interpretive Ranger Ken Ganz</b>	<b>Assignment?</b>
<b>Law Enforcement Ranger John Bruce</b>	<b>Assignment?</b>
<b>Maintenance Mechanic Nick Lorenzetti</b>	<b>Assignment?</b>
<b>Law Enforcement Supervisor Roger Clevon</b>	<b>Serves a Deputy EMT Leader Assignment?</b>

## **SECTION 5 DOCUMENT CONTROL, RECORDKEEPING AND REPORTING**

### *Purpose*

To describe the procedures to be followed to ensure a comprehensive document and record management system is implemented and maintained at STEA. This system will ensure all appropriate personnel have access to documents and records necessary to manage environmental activities at STEA.

### *Scope*

This section describes how to manage environmental documents and records at STEA.

### *Procedure*

- 1. EMS documents for STEA are maintained through a formal file management system. The central EMS documents file is maintained at the Chief of Interpretations office. This file contains all key environmental documents and records generated by the STEA EMS. The EMT Record Keeper is responsible for maintaining the file. In addition, key EMS documents are included in various appendices in this Manual.**
- 2. Environmental records for STEA are maintained through a formal environmental records management system which conforms to Service and regional standards. The system is designed to ensure compliance with all reporting requirements mandated by law, regulation, and policy; maintain accountability for key operations; assure timely and efficient access to environmental data; and maintain security where necessary. The system consists of both hard copy and electronic files (where allowed by law).**
- 3. Each EMS document and record receives a label containing specific information that will help in its control and file management.**
- 4. Certain files such as logs and inspection and monitoring reports are generated, and/or required to be maintained, in operational areas. These reports are maintained at the point of use and are under the administrative control of the operational area supervisor. Some of these operational files may be designated as “is important”. These files are duplicated and copies or originals are maintained in the central file.**
- 5. The EMS documents and environmental records tables, provided in the appendix, list all of the key documents, records, and reports used, generated, and/or submitted by the park. The documents and records requirements listed in this table are reviewed and the table updated at least annually. A copy of the summary table is in the appendix to this section.**

### *Responsibilities*

- 1. The EMT is responsible for overseeing and making any required changes to the document control, recordkeeping and reporting procedure.**
- 2. The EMT Record Keeper is responsible for keeping the environmental document, records, and reporting control table current.**

### 3. Appendix

The appendix contains the following:

A table listing the STEA EMS documentation and records.

<b>STEA EMS Document Control System</b>	<b>Date of Original Doc: 11/07/2005</b>	<b>Revision Date: 11/07/2005</b>	<b>Revision No. 11/07/2005</b>
<b>Doc Name: EMS Documentation &amp; Records</b>	<b>Document Number: STEA-EMS-07</b>	<b>Prepared By: Mark Brennan</b>	<b>Approved By: Harold "Kip" Hagen</b>

#### *EMS Documentation & Records*

<b>Document</b>	<b>Location</b>	<b>Document Number</b>	<b>Party Responsible for Update</b>
<b>EMT information</b>	<b>Interpretation Office</b>		<b>Mark Brennan</b>
<b>EMS planning activities, implementation and operation procedures</b>	<b>Interpretation Office</b>		<b>Mark Brennan</b>
<b>EMS Roles and responsibilities</b>	<b>Interpretation Office</b>		<b>Mark Brennan</b>
<b>External Audits EPA/OSHA/Prism</b>	<b>Park Headquarters &amp; Supervisors Offices</b>		<b>Responsible Supervisors</b>
<b>Internal Audits</b>	<b>Interpretation Office</b>		<b>Mark Brennan</b>
<b>Annual Management Reviews</b>	<b>Interpretation Office</b>		<b>Mark Brennan</b>

<u>Document</u>	<u>Location</u>	<u>Document Number</u>	<u>Party Responsible for Update</u>
<b>Oil Spill Information</b>	<b>Locomotive Shop &amp; MOW Building</b>		<b>Barb Klobucar Ralph Coury</b>
<b>Energy Audit Information</b>	<b>MOW Building</b>		<b>Ralph Coury</b>
<b>Manifests (Hazardous Waste, Universal Waste, Biohazard Waste)</b>	<b>Locomotive Shop &amp; MOW Building</b>		<b>Barb Klobucar Ralph Coury</b>
<b>Lead Test Documents</b>	<b>Locomotive Shop</b>		<b>B. Klobucar Mark Birtel</b>
<b>Asbestos Containing Materials Documents</b>	<b>Locomotive Shop</b>		<b>B. Klobucar Mark Birtel</b>
<b>Hazardous Waste, Universal Waste, and Current Tracking Inventory</b>	<b>Locomotive Shop &amp; MOW Building</b>		<b>B. Klobucar Ralph Coury</b>
<b>Hazardous Waste Analysis</b>	<b>Locomotive Shop &amp; MOW Building</b>		<b>B. Klobucar Ralph Coury</b>
<b>404 Permits</b>	<b>Locomotive Shop</b>		<b>Mark Birtel</b>
<b>Air Emissions Statement</b>	<b>Locomotive Shop</b>		<b>Mark Birtel</b>
<b>Training Records</b>	<b>All Supervisors Offices</b>		<b>All Supervisors</b>

<u>Document</u>	<u>Location</u>	<u>Document Number</u>	<u>Party Responsible for Update</u>
IPM Database (park's pesticide use log)	MOW Building		Walt Kuharchick
Pennsylvania Pesticide Use Report	MOW Building		Walt Kuharchick
EMS SOPs	Interpretative Office		Mark Brennan
STEA Hazardous Waste Management Plan	Locomotive Shop		B. Klobucar
SPCC Plan	Locomotive Shop		B. Klobucar
Integrated Solid Waste Alternatives Plan	Locomotive Shop		B. Klobucar
Concession evaluations	Interpretive Office		Mark Brennan

#### 4. Related documentation

STEA Records Management applies to all government records in all offices at Steamtown National Historic Site.

STEA EMS Document Control System	Date of Original Doc: 09/01/2004	Revision Date:	Revision No. n/n
Doc Name: <b>EMS Documentation</b>	Document Number: STEAM-EMS-07	Prepared By: Mark A. Brennan	Approved By:

## **SECTION 6 COMMUNICATION**

### *Purpose*

**To ensure that all appropriate parties that require information to manage environmental activities at STEA receive that information in a timely manner; to publicize the successes of the STEA environmental management system and to involve all interested parties in environmental management at the park.**

### *Scope*

**This section details the STEA approach to conduct communications internally (within park boundaries) and externally (outside park boundaries). Information relating to the communication required to achieve the identified goals, objectives and targets is also included.**

### *Procedure*

- 1. The EMT uses general internal and external communication.**
- 2. Internal communication ensures that all staff and appropriate partners operating in the park are kept up to date on environmental matters, and are provided with the necessary information to perform their duties. Internal communication methods provide a venue for personnel to provide input on environmental performance.**
- 3. Methods of internal communication include training classes, staff meetings, written policies and procedures, formal and informal talks, internal e-mails and memos, weekly “tailgate” notes, and others.**
- 4. External communication ensures the appropriate sharing of information with all parties interested in the operation of STEA.**
- 5. External communication is maintained through formal National Park Service public announcements, the general Service website ([www.nps.gov](http://www.nps.gov)) and the park website, press releases, briefings/presentations, public interfaces, written correspondence, and other casual information sharing. All public announcements conform to Service protocol and regional standards. External parties vary considerably; they can be park support groups or interested visitors requesting information on park greening practices and energy and water conservation.**
- 6. The EMT designs and implements specific communication needs relating to the achievement of the identified goals, objectives, and targets.**

### *Responsibilities*

- 1. The EMT is responsible for maintaining the communication strategy.**

2. EMT members write informational pieces on EMS progress and provides to proper channels for distribution.
3. The Superintendent or designated individual reviews all external documentation prior to release.

*Appendix*

The appendix contains the following

1. A table detailing both the general internal and external EMS communication strategy.

Doc Name: EMS Communications Strategy	Document Number: STEA-EMS-08	Prepared By: Mark A. Brennan	Approved By: Harold "Kip" Hagen
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*EMS Communication Strategy*

<b>Audience</b>	<b>Communication Type / Mechanism</b>	<b>Content</b>	<b>Responsibility</b>
Park Personnel	Informal personal contacts	Information about park programs, policies, and issues	Environmental Management Team
Park Personnel	Weekly Tailgate Notes	News of incidents & actions; briefs on park programs and policies	Supervisors
Park Personnel	Written policies & procedures	Park policies and procedures	Superintendent
Park Personnel	All-Employee memoranda and/or e-mail messages	Park policies and procedures	Superintendent & Division Chief's
Park Personnel	Training sessions and Tailgate meetings	General orientation, as well as job-specific requirements	Supervisors
Park Personnel	All-hands meetings	Training/policies/procedures/goals	Superintendent
Partners and community groups	Personal briefings/presentations See General Public section	Information about park programs, policies, and issues to develop constituency and support, coordinate actions with partners and resolve problems	Superintendent and other designated staff.

<b>Regulatory Agencies</b>	<b>Informal: telephone calls, e-mail, site visits</b> <b>Formal: compliance inspections, written correspondence</b>	<b>Inquiry, Information sharing, problem resolution</b> <b>Transmission of required reports. Response to official inquiries or notices.</b>	<b>Superintendent and other designated staff.</b>
<b>General Public</b>	<b>Informal personal contacts</b> <b>Press releases</b> <b>Educational programs</b> <b>Interpretive exhibits</b> <b>Environmental fairs</b>	<b>Sharing information about park programs, policies, issues and accomplishments to develop constituency and support</b>	<b>Superintendent &amp; Public Affairs Officer</b>

## **SECTION 7 TRAINING**

### *Purpose*

**To provide a system to manage the environmental training needs of personnel at STEA; to ensure the right environmental information is given to the right individual to enable them to carry out their duties to the best of their abilities.**

### *Scope*

**This training section describes how the environmental training program at STEA is managed.**

### *Procedure*

- 1. The EMT ensures that the personnel at STEA are provided with the knowledge and skills to safely, competently, and legally fulfill their EMS and other environmental responsibilities.**
- 2. Individual division chiefs and supervisors annually assess all positions under their control at STEA to determine the associated training requirements for these positions. Park management coordinates such a review with the supervisors and the EMT.**
- 3. Supervisors report to the EMT on a periodic basis (no less than annually) with regard to the training requirements for personnel under their supervision and the status of training for those individuals.**
- 4. Based on the assessment under 2 above, training for specific individuals or work units is scheduled by supervisors and coordinated through the Deputy Team Leader.**
- 5. Different methods of training may be utilized at STEA including traditional classroom, field and distance learning and Tele Conferencing. Training is offered through internal park programs, regional and Service programs, and commercial trainers.**
- 6. All training conducted at STEA complies with training standards developed by the region and the Service.**

- Every effort is made to invite, or partner with, third parties within the park such as contractors and concessionaires where appropriate to leverage training resources and to encourage collaboration and foster understanding by all parties with the park.

*Responsibilities*

- Individual responsibilities for determining training requirements and maintaining training records are described in section 7, item 1 of this section.
- Overall coordination of environmental training at STEA lies with the EMT.

*Appendix*

The appendix contains the following:

- The STEA environmental training matrix.

## Environmental Training Matrix

Division: \_\_\_\_\_ Position Title/Series/Grade: \_\_\_\_\_  
 (Supervisor): \_\_\_\_\_ Employee Name (optional): \_\_\_\_\_

✓ Training Needed	Frequency	Trainer/Responsible Party	✓ Training Needed	Frequency
<b>ENVIRONMENTAL</b>				
Clean Air Act / Air emissions		Birtel/Coury		
Clean Water Act / P2 & conservation	Annual	Birtel/Coury		
Energy Conservation orientation	Annual	Coury		
RCRA SOP	Annual	Birtel/Coury		
Fuel Storage and Delivery Systems	Annual	Birtel/Coury		
Green Procurement	Annual	Belotti		
Hazardous Waste Mgt Procedures	Annual	Klobucar/Coury		
Hazardous Waste Manifesting	Initial	Klobucar/Coury		
HAZCOM	Annual	Birtel/Coury		
HAZWOPER	Annual	Birtel/Coury		
Integrated Pest Management	Annual	Coury		
P2 & Source Reduction orientation	Annual	Birtel/Coury		
Recycling Program orientation	Annual	Birtel/Coury		
Solid Waste Mgt orientation	Annual	Birtel/Coury		
SPCC Plan	Annual	Birtel/Coury		
Spill Response SOP	Annual	Birtel/Coury		
Other				
<b>DOT</b>	3 Years	Birtel/Coury		
Lead Paint Safety	Annual	Birtel/Coury		
Asbestos Awareness	Initial	Birtel/Coury		
Bloodborne Pathogen/HBV	Annual	All Supervisors		
Respiratory Protection, LE	Annual	Cleven		
Respiratory Protection, non-LE	Annual	Birtel/Coury		
Chemicals (used for cleaning)	Annual	Coury		

Doc Name: EMS Environmental Training Matrix	Document Number: STEA-EMS-09	Prepared By: Mark A. Brennan	Approved By: Harold "Kip" Hagen
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### *Records*

1. **The summary environmental training matrix (contained in the appendix to this section) will be updated to reflect current park needs. At a minimum the matrix will detail the type and frequency of training required by STEA staff in their various positions. It will also include who is responsible for administering the training.**
2. **In order to ensure that all the appropriate training has been received by the individual in a particular position, detailed records of who has received environmental training will be maintained by the designated supervisor.**

## **SECTION 8 MONITORING, MEASUREMENT, CORRECTIVE ACTION, AND MANAGEMENT REVIEW**

### *Purpose*

**To ensure the best opportunity to achieve the set goals, objectives and targets and other environmental management responsibilities within STEA; to correct efforts where needed and provide guidance and assistance to those involved in achieving positive outcomes in environmental management in the park.**

### *Scope*

**This section describes the various assessments undertaken to ensure the performance of the environmental management activities, and those of other parties operating within the park, meet the standards set in the EMS Plan.**

### *Procedure*

1. **The EMT conducts an annual Environmental Performance Review (EPR). The EPR will be led by the EMT leader and will determine whether the park has achieved the environmental goals, objectives and targets described in Section 3 of this Manual. The results of the EPR will be documented and a copy included in the appendix to this section and maintained on file in the Record Keeper's office.**
2. **If no progress has been made towards the stated goals, objectives and target, the EMT determines why, and implements new operating procedures that encourage appropriate personnel at STEA to achieve the stated environmental goals, objectives and targets.**
3. **The EMT meets monthly to review how well the park is doing in achieving the goals, objectives and targets, and other EMS requirements. These reviews are designed to allow for "mid-course" corrections to be effected if it is determined that suitable progress towards achieving the goals, objectives, and targets has not been made and their final achievement is unlikely.**

The goals, objectives and targets action plan will be updated after the quarterly review.

4. On a quarterly basis the EMT provides the Superintendent a copy of the updated action plan which details the progress made towards achieving the park EMS goals, objectives and targets.
5. Area supervisors conducts or coordinates weekly inspections of hazardous waste storage areas, and periodic inspections of the maintenance shops.
6. A designated Buildings & Utilities (B&U) employee conducts monthly inspections of fuel tanks throughout the park.
7. EMT members may conduct site specific inspections and audits at any time.
8. The park Safety Committee, which generally meets quarterly, conducts inspections of various park facilities and reports their findings to the Deputy Team Leader.
9. All employees are encouraged to report environmental and safety concerns to their supervisor through a documented reporting system. Reported concerns are forwarded to the Deputy Team Leader and the park Safety Officer for review and investigation, if needed.
10. Every three to five years the park receives a follow-up audit from the region using the NPS Environmental Audit protocol. The Deputy Team Leader coordinates the audit with appropriate regional personnel.
11. As necessary and required by permits or established by an SOP, additional day-to-day or regulatory driven monitoring and measurements are completed and documented by the responsible party. Records are maintained in accordance with established document and record control requirements.

### *Responsibilities*

The specific responsibilities for monitoring and reporting are dependent on the involvement of individuals in specific goals, objectives and targets. The overall responsibility for ensuring the monitoring and reporting activities lies with the EMT.

*Appendix*

The appendix contains the following:

The monitoring and measurement summary matrix (including overall EMS and specific goals, objectives and target responsibilities).

<b>STEA EMS Document Control System</b>	<b>Date of Original Doc: 11/07/2005</b>	<b>Revision Date: 11/07/05</b>	<b>Revision No.</b>
<b>Doc Name: Monitoring &amp; Measurement</b>	<b>Document Number: STEA-EMS-10</b>	<b>Prepared By: Mark Brennan</b>	<b>Approved By: Harold "Kip" Hagen</b>

*Monitoring and Measurement*

<b>Review Event</b>	<b>Frequency</b>	<b>Responsibility</b>	<b>Results Due To</b>
<b>Individual site inspections or audits</b>	<b>Weekly</b>	<b>Supervisors</b>	<b>Record Keeper</b>
<b>Annual Performance Review (EMS assessment)</b>	<b>Annually</b>	<b>EMT</b>	<b>Superintendent and Record Keeper</b>
<b>Review of goals, objectives, &amp; targets - action plan updated</b>	<b>Quarterly</b>	<b>EMT</b>	<b>Superintendent and Record Keeper</b>
<b>Inspections of hazardous waste storage areas</b>	<b>Weekly</b>	<b>B. Klobucar</b>	<b>Weekly</b>
<b>Fuel tank inspections</b>	<b>Monthly</b>	<b>Mark Birtel Ralph Coury</b>	<b>Designated Supervisors</b>
<b>Inspections of various park facilities</b>	<b>Monthly</b>	<b>Safety Committee</b>	<b>Safety Officer</b>
<b>Concession evaluation</b>	<b>Annually</b>	<b>Deputy EMT Team Leader</b>	<b>Record Keeper</b>
<b>Energy audit</b>	<b>Annually</b>	<b>Ralph Coury</b>	<b>Record Keeper</b>
<b>Environmental Audit</b>	<b>Every 3-5 yrs</b>	<b>Regional Office</b>	<b>Superintendent and Record Keeper</b>

*Records*

1. EPR summaries will be included in the appendix to this section.
2. Any documents developed during monitoring and measurement activities will be included in the appendix to this section.
3. Any required corrective action forms will be included in the appendix to this section.